

Date Received:

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Date Mailed:

### MDHSA Application for Credits Earned Prior to Ninth Grade (PC)

Student's Name: \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Course Requesting Prior Credit Approval: \_\_\_\_\_

Subject Category Requested for this Course: \_\_\_\_\_

Grade Student Completed Course: (7<sup>th</sup> or 8<sup>th</sup>) \_\_\_\_\_ Final Grade Awarded for Coursework: \_\_\_\_\_

***(Please use a separate form for each course)***

Advanced students who have completed high school level work (9<sup>th</sup> to 12<sup>th</sup> grades) in 7<sup>th</sup> or 8<sup>th</sup> grades may apply for up to two courses to be credited for 9<sup>th</sup> to 12<sup>th</sup> grades coursework. If applying for Prior Credits, complete this application and submit it with the initial Diploma Program Registration and Filing Form. **IT WILL NOT BE ACCEPTED AT A LATER TIME.** Evaluators should not award credits on an MDHSA Transcript for courses studied before 9<sup>th</sup> grade unless a **Prior Credits Application has been submitted to and approved by the MDHSA office.**

**Refer to the MDHSA Diploma Guide for a detailed explanation of the Prior Credits Application process.**

#### COURSE GUIDELINES TO NOTE:

- Science for which credit will be considered includes high school level Physical Science (lab **must** be included), Biology, Chemistry, and Physics. If a high school level textbook has not been used for the study of these subjects, a list of topics covered and a description of how they meet the secondary level requirement must be submitted.
- Foreign Language study that includes a well-documented hourly log or the use of what is clearly a secondary level textbook will be accepted for credit in the Arts and Humanities category. See Foreign Language Checklist. NOTE: ASL will be accepted for a prior Foreign Language credit, but Latin will not.
- Math courses that may be considered for high school credits include Algebra I, Geometry, Algebra II, Trigonometry, and Pre-calculus. If a high school level textbook has not been used for the study of these subjects, a list of topics covered and a description of how they meet the secondary level requirement must be submitted.

**CONTACT INFORMATION:** Supervisor (print name) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

#### **ENCLOSE THE FOLLOWING: ALL ITEMS REQUIRED**

- \_\_\_\_\_ \$15.00 Fee enclosed (per course) Check # \_\_\_\_\_ Date \_\_\_\_\_
- \_\_\_\_\_ A self-addressed stamped envelope; a response will be mailed to the Supervisor within 30 days of receipt.
- \_\_\_\_\_ Supporting Documentation - Include as many of the following as possible: A list of all resources, learning activities, textbooks, videos, library books, apprenticeships, and/or instructors, etc., where the course was taken, or a description of what has been used to complete this course. If there are grade levels and publishers or authors, please list those as well. Test scores, work samples, college equivalency exam results (such as CLEP or AP), and/or descriptions that demonstrate high school level work or higher. If applicable, an instructor's evaluation and (if possible) a recommendation that high school credit be awarded for this course.

I certify that, to the best of my knowledge, this coursework was completed as described on the attached documentation, and that such work demonstrates a secondary level (9<sup>th</sup> –12<sup>th</sup> grades) accomplishment. **I also attest that I have read the ADVISEMENT Section of the Diploma Guide. REQUIRED SIGNATURES - PLEASE SIGN BELOW:**

\_\_\_\_\_  
Evaluator OR Instructor  
(if Instructor is parent, Evaluator should sign)  
\_\_\_\_\_  
Supervisor (Parent)

\_\_\_\_\_  
Student

Approved: Date \_\_\_\_\_ Initials \_\_\_\_\_

Category Subject to be placed on the Transcript: \_\_\_\_\_

***(SUPERVISOR: A copy of this approval form should be provided to the Evaluator at the 9<sup>th</sup> grade evaluation. The courses must then be entered on the MDHSA Transcript along with the 9<sup>th</sup> grade courses. No further designation is necessary or permitted.)***

**MDHSA reserves the right to accept or reject any application for credits earned prior to 9<sup>th</sup> grade and to determine the placement of any approved credits on the Transcript.**

Denied: Date \_\_\_\_\_ Initials \_\_\_\_\_ OFFICE USE